



This is a digital copy of a book that was preserved for generations on library shelves before it was carefully scanned by Google as part of a project to make the world's books discoverable online.

It has survived long enough for the copyright to expire and the book to enter the public domain. A public domain book is one that was never subject to copyright or whose legal copyright term has expired. Whether a book is in the public domain may vary country to country. Public domain books are our gateways to the past, representing a wealth of history, culture and knowledge that's often difficult to discover.

Marks, notations and other marginalia present in the original volume will appear in this file - a reminder of this book's long journey from the publisher to a library and finally to you.

### **Usage guidelines**

Google is proud to partner with libraries to digitize public domain materials and make them widely accessible. Public domain books belong to the public and we are merely their custodians. Nevertheless, this work is expensive, so in order to keep providing this resource, we have taken steps to prevent abuse by commercial parties, including placing technical restrictions on automated querying.

We also ask that you:

- + *Make non-commercial use of the files* We designed Google Book Search for use by individuals, and we request that you use these files for personal, non-commercial purposes.
- + *Refrain from automated querying* Do not send automated queries of any sort to Google's system: If you are conducting research on machine translation, optical character recognition or other areas where access to a large amount of text is helpful, please contact us. We encourage the use of public domain materials for these purposes and may be able to help.
- + *Maintain attribution* The Google "watermark" you see on each file is essential for informing people about this project and helping them find additional materials through Google Book Search. Please do not remove it.
- + *Keep it legal* Whatever your use, remember that you are responsible for ensuring that what you are doing is legal. Do not assume that just because we believe a book is in the public domain for users in the United States, that the work is also in the public domain for users in other countries. Whether a book is still in copyright varies from country to country, and we can't offer guidance on whether any specific use of any specific book is allowed. Please do not assume that a book's appearance in Google Book Search means it can be used in any manner anywhere in the world. Copyright infringement liability can be quite severe.

### **About Google Book Search**

Google's mission is to organize the world's information and to make it universally accessible and useful. Google Book Search helps readers discover the world's books while helping authors and publishers reach new audiences. You can search through the full text of this book on the web at <http://books.google.com/>

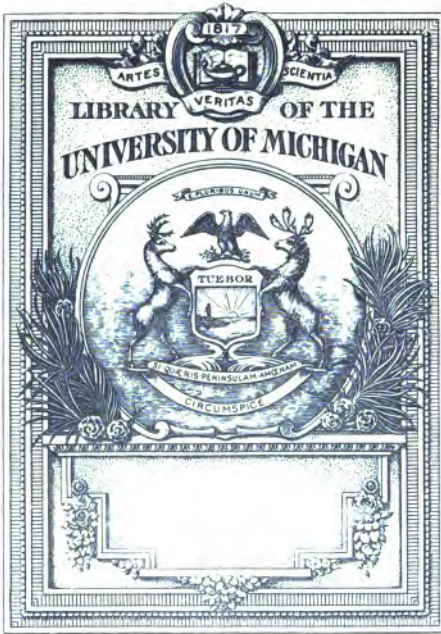
Z

733

.N5322

1921

B 1,020,926



THE GIFT OF  
New York Public Library

Cayford Bros.  
Stationers  
New York, N. Y.  
PART. JAN. 27, 1908

OCT 13 1921

Z  
793  
.N5322  
1921

HANDBOOK  
*of the*  
NEW YORK PUBLIC  
LIBRARY

NEW YORK

1921



HANDBOOK  
*of*  
THE NEW YORK PUBLIC  
LIBRARY

NEW YORK

1921





01-23-22 R.W.

# CONTENTS

## THE CENTRAL BUILDING:

	PAGE
EXTERIOR - - - - -	7
SCULPTURE - - - - -	11
THE REAR OF THE BUILDING - - - - -	15

### FIRST FLOOR

ENTRANCES - - - - -	17
PUBLIC TELEPHONES - - - - -	18
DIRECTORY OF ROOMS - - - - -	18
ELEVATORS - - - - -	18
EXHIBITION ROOM - - - - -	18
CURRENT PERIODICALS ROOM - - - - -	18
BUSINESS OFFICES - - - - -	19
THE LIBRARY FOR THE BLIND - - - - -	19
SCIENCE AND TECHNOLOGY DIVISION - - - - -	21

### SECOND FLOOR

ORIENTAL DIVISION - - - - -	23
JEWISH DIVISION - - - - -	23
SLAVONIC DIVISION - - - - -	23
ECONOMICS DIVISION - - - - -	23
BUSINESS OFFICES - - - - -	24

### THIRD FLOOR

PUBLIC CATALOGUE ROOM - - - - -	25
INFORMATION DESK - - - - -	26
APPLICATION FOR BOOKS - - - - -	26
THE MAIN READING ROOM - - - - -	26
THE LIBRARY'S BOOKS - - - - -	27
USE OF BOOKS - - - - -	28
STACK - - - - -	29
GENEALOGY ROOM - - - - -	30
AMERICAN HISTORY DIVISION - - - - -	30
RESERVED BOOKS - - - - -	30
PRINTS ROOM - - - - -	33
ART AND ARCHITECTURE - - - - -	33
MAP ROOM - - - - -	33
STUART GALLERY - - - - -	33
GENERAL GALLERY - - - - -	34
PRINTS GALLERY - - - - -	34
SPENCER COLLECTION - - - - -	34
MANUSCRIPT DIVISION - - - - -	34
MUSIC DIVISION - - - - -	35

Reclass. 1-12-31 NDL for DF

New York Public Library, 10-8-21, 9



THE CENTRAL BUILDING, *continued*:

	BASEMENT	PAGE
NEWSPAPER ROOM - - - - -		36
CENTRAL CIRCULATION BRANCH - - - - -		37
CHILDREN'S ROOM - - - - -		37
ELEVATORS - - - - -		37
LIBRARY SCHOOL - - - - -		38
BUSINESS OFFICES - - - - -		38
EXTENSION DIVISION - - - - -		38

MUNICIPAL REFERENCE LIBRARY - - - - -	38
---------------------------------------	----

CIRCULATION DEPARTMENT (BRANCHES):

CIRCULATION OF BOOKS - - - - -	41
SPECIAL COLLECTIONS - - - - -	43
INTERBRANCH LOAN - - - - -	43
PICTURE COLLECTION - - - - -	45
LIBRARY FOR THE BLIND - - - - -	45
EXTENSION DIVISION - - - - -	45
WORK WITH CHILDREN - - - - -	45
LECTURES AND MEETINGS - - - - -	46

HISTORICAL SKETCH OF THE LIBRARY:

THE ASTOR LIBRARY - - - - -	47
THE LENOX LIBRARY - - - - -	47
THE TILDEN TRUST - - - - -	48
CONSOLIDATION - - - - -	48
NEW YORK FREE CIRCULATING LIBRARY - - - - -	49
OTHER CIRCULATING LIBRARIES - - - - -	49
CARNEGIE BRANCHES - - - - -	49
MANAGEMENT - - - - -	50
A HISTORY OF THE LIBRARY - - - - -	51
WORK OF THE LIBRARY - - - - -	51

---

DIRECTORY OF ROOMS, CENTRAL BUILDING - - - - -	53
FLOOR PLANS, CENTRAL BUILDING - - - - -	54-60
TRUSTEES AND OFFICERS OF THE LIBRARY - - - - -	57
DIRECTORY OF BRANCH LIBRARIES - - - - -	59
PUBLICATIONS OF THE LIBRARY - - - - -	62
THE CROTON RESERVOIR - - - - -	63

#### NOTE

*Although the purpose of this Handbook is to tell the principal facts about the Library as an institution, its chief use is that of a guide to the Central Building. The section about the Central Building is therefore given first place. Any visitor who cares to take the trouble, before beginning his tour of the Building, to read the brief historical sketch (on pages 47-52) will have a better understanding of the organization and work of the Library, and see the reasons for a number of things which might not otherwise be clear.*

## THE CENTRAL BUILDING

---

**OPEN:** WEEK DAYS, INCLUDING HOLIDAYS, 9 A. M. TO 10 P. M.  
SUNDAYS, 1 P. M. TO 10 P. M.

(Except where otherwise noted these are  
the hours of the special reading rooms.)

## THE CENTRAL BUILDING

---

**The Central Building** of The New York Public Library is on the western side of Fifth Avenue, occupying the two blocks between 40th and 42nd Streets. It stands on part of the site of the old Croton distributing reservoir, and it was built by the City of New York at a cost of about nine million dollars.

Competitions to choose the architect for the building were held in 1897, two years after The New York Public Library was incorporated. (From 1895 to 1911 the work of the Library was carried on in the Astor Library, the Lenox Library and in other buildings belonging to the organizations which joined to form The New York Public Library.) The result of the competition was the selection of Messrs. Carrère and Hastings, of New York, as architects. In 1899 the work of removing the old reservoir began. Various legal difficulties and labor troubles delayed the construction of the building, but by November 10, 1902, the work had progressed so far that the cornerstone was laid. The building was opened to the public May 23, 1911, in the presence of the President of the United States, the Governor of the State of New York, the Mayor of New York, and an audience of about six hundred persons.

**Exterior.** The material of the building is largely Vermont marble, and the style that of the modern Renaissance, somewhat in the manner of the period of Louis XVI, with certain modifications to suit the conditions of to-day. It is rectangular in shape, 390 feet long and 270 feet deep.



**TERRACE IN FRONT OF LIBRARY  
LOOKING SOUTH**

built around two inner courts. It has a cellar, basement or ground floor, and three upper floors.

"The Library," wrote Mr. A. C. David, in the 'Architectural Record,' "is undeniably popular. It has already taken its place in the public mind as a building of which every New Yorker may be proud, and this opinion of the building is shared by the architectural profession of the country. Of course, it does not please everybody; but if American architects in good standing were asked to name the one building which embodied most of what was good in contemporary American architecture, The New York Public Library would be the choice of a handsome majority."

Mr. David continued: "The Library is not, then, intended to be a great monumental building, which would look almost as well from one point of view as another, and which would be fundamentally an example of pure architectural form. It is designed rather to face on the avenue of a city, and not to seem out of place on such a site. It is essentially and frankly an instance of street architecture; and as an instance of street architecture it is distinguished in its appearance rather than imposing. Not, indeed, that it is lacking in dignity. The façade on Fifth Avenue has poise, as well as distinction; character, as well as good manners. But still it does not insist upon its own peculiar importance, as every monumental building must do. It is content with a somewhat humbler rôle, but one which is probably more appropriate. It looks ingratiating rather than imposing, and that is probably one reason for its popularity. It is intended for popular rather than for official use, and the building issues to the people an invitation to enter rather than a command..."

"The final judgment on the Library will be, consequently, that it is not a great monument, because considerations of architectural form have in several conspicuous instances been deliberately subordinated to the needs of the plan. In this respect it resembles the new Museum of Fine Arts in Boston. The building is at bottom a compromise

---

<sup>1</sup> September, 1910.



ENTRANCE LOBBY

between two groups of partly antagonistic demands, and a compromise can hardly ever become a consummate example of architectural form. But, on the other hand, Messrs. Carrère and Hastings have, as in so many other cases, made their compromise successful. Faithful as they have been to the fundamental requirement of adapting the building to its purpose as a library, they have also succeeded in making it look well; and they have succeeded in making it look well partly because the design is appropriate to its function as a building in which books are stored, read and distributed. A merely monumental library always appears somewhat forbidding and remote. The Library looks attractive, and so far as a large building can, even intimate...

"The popularity of the Library has, consequently, been well earned. The public has reason to like it, because it offers them a smiling countenance; and the welcome it gives is merely the outward and visible sign of an inward grace. When people enter they will find a building which has been ingeniously and carefully adapted to their use. Professional architects like it, because they recognize the skill, the good taste and the abundant resources of which the building, as a whole, is the result; and while many of them doubtless cherish a secret thought that they would have done it better, they are obliged to recognize that in order to have done it better they would have been obliged to exhibit a high degree of architectural intelligence. In the realism of its plan and in the mixture of dignity and distinction in the design, The New York Public Library is typical of that which is best in the contemporary American architectural movement; and New York is fortunate, indeed, that such a statement can be made of the most important public building erected in the city during several generations."

**Sculpture.** Of the sculptural designs, the two lions on either side of the main approach are by E. C. Potter. They have been subjected to much criticism, mainly of a humorous nature, and in the daily press. This adverse comment has not been endorsed by critics of art and archi-



ecture. Mr. Potter was chosen for this work by Augustus St. Gaudens, and again, after Mr. St. Gaudens' death, by Mr. D. C. French, also an eminent sculptor. Any layman can satisfy himself, by a brief observation of the building as a whole, that the architectural balance of the structure demands figures of heroic size to flank the main approach. With that requirement in view, the designer of such figures



THE NEW YORK PUBLIC LIBRARY  
From a pencil drawing by Louis H. Ruy

has but a limited choice of subject, since there are few of the larger living creatures whose forms possess dignity without being cumbrous. The sculptor in this instance has followed well-established precedents in designing the lions according to the canons of decorative art. They are as realistic as would be suitable for figures of this size, and in this position.

The groups in the pediments are by George Gray Barnard; the one in the northern pediment represents History, and the one in the southern, Art.

The figures above the fountains on either side of the main entrance are by Frederick MacMonnies; the man seated on the Sphinx, on the northern side of the entrance represents Truth. On the southern side, the figure of the woman seated on Pegasus represents Beauty. Plaster casts stood in place of the fountain statues for about five years; the permanent marble figures were not set up until 1921. Above the figure of Truth is this inscription from the Apocrypha (1 Esdras, chapter 3):

BUT ABOVE ALL THINGS  
TRUTH  
BEARETH AWAY  
THE VICTORY

The inscription above the figure of Beauty is:

BEAUTY  
OLD YET EVER NEW  
ETERNAL VOICE  
AND INWARD WORD

This is from the twenty-first stanza of Whittier's poem, "The Shadow and the Light."

The six figures above the main entrance are by Paul Bartlett; naming them from north to south they are: History, Drama, Poetry, Religion, Romance, and Philosophy. Above the entrance are inscriptions concerning three of the component parts of The New York Public Library. They are as follows:

THE LENOX LIBRARY  
FOUNDED BY  
JAMES LENOX  
DEDICATED TO HISTORY  
LITERATURE AND THE FINE ARTS  
MDCCLXX

THE ASTOR LIBRARY  
FOUNDED BY  
JOHN JACOB ASTOR  
FOR THE  
ADVANCEMENT OF USEFUL KNOWLEDGE  
MDCCCXLVIII

THE TILDEN TRUST  
FOUNDED BY  
SAMUEL JONES TILDEN  
TO SERVE THE INTERESTS OF  
SCIENCE AND POPULAR EDUCATION  
MDCCLXXXVI

Beneath these is this inscription:

MDCCCXCV THE NEW YORK PUBLIC LIBRARY MDCCCII

Of the dates in this lower inscription, the first, 1895, is that of the incorporation of The New York Public Library; the second, 1902, is that of the laying of the cornerstone.



A RAINY DAY — FIFTH AVENUE  
FROM AN ETCHING BY CHARLES B. KING

The marble of the Library is slowly turning a deep golden brown, in accordance with the hope and intention of the architects. The rich color to which the old Grecian temples have turned forms one of their great beauties, and while the atmosphere of New York is unfavorable for so fine a result, much of the surface of the Library has “weathered” as its builders desired. Experiments were

made with blocks of marble during the process of construction, and at present the outcome seems to be successful. The opinion that the building should be "cleaned" is now and then expressed by persons who have some cleaning preparation or method for sale.

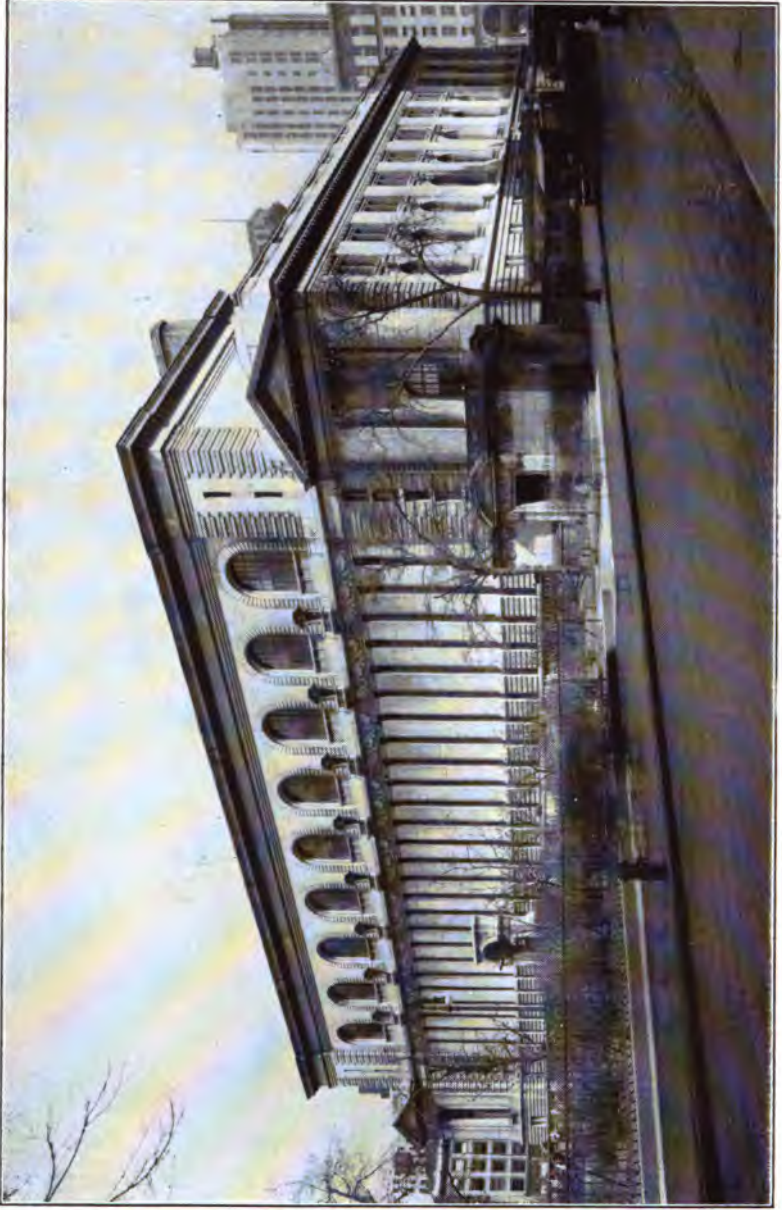
The bronze bases of the flag poles at each end of the terrace are worth careful examination. They are from a design by Thomas Hastings.

The statue of William Cullen Bryant, behind the Library, is by Herbert Adams.

**The rear of the building** should be viewed from Bryant Park. The long windows are to light the bookstack. Some critics highly commend the rear of the building. Mr. A. C. David, in the article previously quoted, says:

"This façade is very plainly treated, without any pretence to architectural effect. It is, indeed, designed frankly as the rear of a structure which is not meant to be looked at except on the other sides. Any attempt, consequently, at monumental treatment has been abandoned. The building is designed to be seen from Fifth Avenue and from the side streets. The rear, on Bryant Park, merely takes care of itself; and one of the largest apartments in any edifice in the United States is practically concealed, so far as any positive exterior result is concerned."

The large apartment referred to in this quotation is the Main Reading Room of the Library, which is described on page 26 of this Handbook.



REAR OF THE LIBRARY  
From 40th Street

## FIRST FLOOR

**Entrances.** There are two public entrances to the Library, the main entrance on Fifth Avenue, and the side door on 42nd Street, which gives admission to the basement, where the Central Circulation Room, the Newspaper Room and the Central Children's Room are to be found. On a first visit, however, the sightseer should use the main entrance on Fifth Avenue, in order to see the lobby, which rises through two stories, with broad staircases to the right and left. The flying arches of these staircases are of seventeen feet span, and are all of marble without any brick or metal work whatever. The marble used in the lobby is from Vermont. The ceiling is a true marble vault of forty feet span, supporting itself and the floor over it, with no metal whatever, except some reinforcing rods buried in the concrete filling in the floor above.

Between the pillars facing the entrance are two inscriptions. At the left is this:

THE CITY OF NEW YORK  
HAS ERECTED THIS BUILDING  
TO BE MAINTAINED FOREVER  
AS A FREE LIBRARY  
FOR THE USE OF THE PEOPLE

And at the right:

ON THE DIFFUSION OF EDUCATION  
AMONG THE PEOPLE  
REST THE PRESERVATION  
AND PERPETUATION  
OF OUR FREE INSTITUTIONS

The latter is a quotation from an address by Daniel Webster at Madison, Indiana, June 1, 1837.

Above the first landing, on the staircase at the left of the entrance, is a bust of John Stewart Kennedy (1830-1909) erected by the Trustees of the Library to honor the

former President of the Lenox Library, and a Trustee of The New York Public Library. Mr. Kennedy, well understanding the needs of such an institution as this, left about three million dollars to the Library in 1909, and further increased the value of his bequest by placing no restrictions upon it, but allowing its income to be used for the general purposes of the Library. The sculptor of the bust was Hermon A. MacNeil.

**Public telephones** are under the staircase at the right of the entrance.

**A Directory of Rooms** in the Building is on a wooden standard near the telephones. This Directory is also printed on pages 53-55 of this Handbook. Floor-plans of the Building will be found on the walls in different parts of the Library. These plans are reproduced on pages 54-60 of this Handbook.

**Elevators** are near the northern or 42nd Street end of the building. There is also a staircase at that end of the building, in addition to the staircases near the main entrance.

**Exhibition Room.** Facing the visitor as he comes in at the main entrance is the Exhibition Room, finished in white Vermont marble. The ceiling is supported by twenty-four columns of green veined white marble. The ceiling itself is elaborately and beautifully carved in oak. This room is devoted to exhibitions of rare books, manuscripts and prints. The exhibitions are changed from time to time, usually as often as three or four times a year. Open 9 a. m. to 6 p. m. on week days; 1 to 5 p. m. Sundays.

**Current Periodicals Room.** The corridor to the south from the main entrance leads to the Current Periodicals Room (Room Number 111). Here about 5,000 current

periodicals are on file. A hundred of these are on open racks. The others may be obtained upon application at the desk. A classified finding list gives the reader the titles of periodicals kept here. As this room is sometimes confused in the public mind with a popular or club reading room, it should be remembered that this is a department of a building primarily devoted to the reference and research work of the Library. The few restrictions which are imposed are only for the purpose of keeping the files intact for binding. The Branches of The New York Public Library contain reading rooms where all the periodicals are on open racks.

**Business Offices.** Following the corridor leading south and then turning to the right along the 40th Street side of the building, one reaches some of the business offices of the Library — the office of the Bursar (No. 104), of the Building Superintendent (No. 103), of the Chief of the Circulation Department (No. 102), of the Supervisor of work with children (No. 105). These offices are open for any persons who have occasion to visit them for business reasons, but they are of no interest to sightseers. At the end of the corridor is *Room 100*, devoted to the Book Order Office, Cataloguing Office, Picture Collection, and Inter-branch Loan Office, all of the Circulation Department. In Room 100 is a card catalogue of all the books in this Department, — that is, in the Branches of the Library. The Room is open to the public, for the consultation of this catalogue and for borrowers from the Picture Collection on week days from 9 a. m. to 5 p. m.

**The Library for the Blind** (No. 116) is on the inner or western side of the corridor leading north from the main entrance. This collection contains over 12,000 books in embossed type for blind readers, and, in addition, 5,800 music scores, also in embossed type. These books are lent not

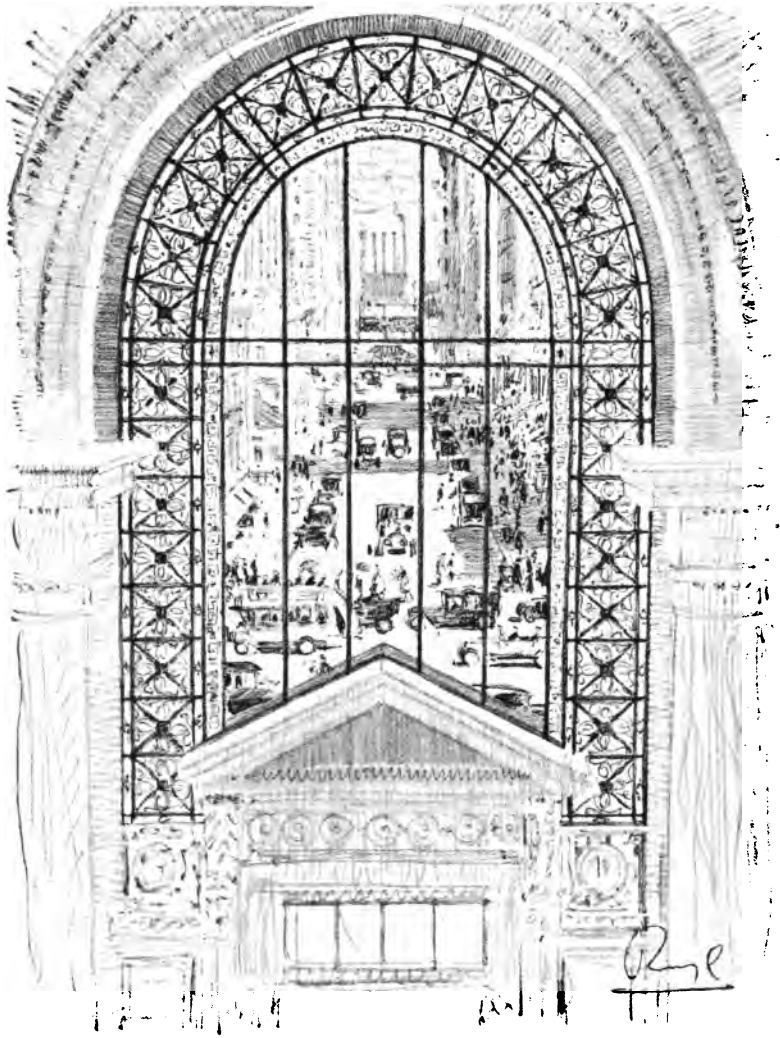




READING WITH THE FINGERS IN THE LIBRARY FOR THE BLIND







WINDOW OVER FIFTH AVENUE ENTRANCE OF CENTRAL BUILDING  
From a pencil drawing by Louis H. Ruyf

## SECOND FLOOR

On the second floor a corridor runs along the front of the building, turning into short corridors at the north and south, and also into a central corridor. From these corridors open studies, offices and special reading rooms. In the central corridor, four studies open on the right, while the fifth room on this side is devoted to the

**Oriental Division** (No. 219), with a collection of about 22,000 books and pamphlets in Arabic, Persian, Turkish, Chinese, Japanese, and other eastern languages. Open 9 a. m. to 6 p. m. week days.

**Jewish Division** (No. 217). Opposite the Oriental Division, on the south side of this central corridor, is the reading room devoted to the Jewish Division. There are about 21,600 books and pamphlets in the collection.

**Slavonic Division.** The room devoted to the Slavonic Division (No. 216) is also on the south side of the central corridor. The resources of this Division, books and pamphlets in the various Slavonic languages, number about 27,000.

**Economics Division.** On the front corridor, near the north-east corner of the building, is the entrance through Room 228, to the Economics Division. This Division occupies Rooms 225 and 227, facing Fifth Avenue, with 228 and 229 on the northern or 42nd Street end. The books and pamphlets constituting the resources of the Division, and numbering about 285,000, bear upon the subjects of Economics, Sociology, Political Science, Statistics, and Public Documents.

**Business Offices.** The rooms opening from the corridor running south from the main staircase are mostly business offices, devoted to the administration of the Library. Only one is of interest to sightseers, but they are open to anybody who has occasion to visit them. They include, on the front of the building, a lecture room (No. 213), the office of the Director of the Library (No. 210), and the meeting room of the Board of Trustees (No. 205). On the inner or western side of the corridor are: a study (No. 214), the office of the Editor (No. 212), and of the Reference Librarian (No. 211). The Trustees' Room may be seen on application at the Director's office. The notable sculptured mantelpiece is by F. L. M. Tonetti. Over the mantelpiece is the inscription:

THE CITY OF NEW YORK HAS ERECTED THIS  
BUILDING FOR THE FREE USE OF ALL THE PEOPLE  
MCMX  
I LOOK TO THE DIFFUSION OF LIGHT AND EDUCATION  
AS THE RESOURCE MOST TO BE RELIED ON FOR  
AMELIORATING THE CONDITION PROMOTING THE VIRTUE  
AND ADVANCING THE HAPPINESS OF MAN  
THOMAS JEFFERSON

On the corridor leading west, along the 40th Street end of the building, are workrooms of the Library, open only to visitors having business engagements. These rooms are the office of the Acquisition Division (formerly Order Division) (No. 204), and of the Preparation Division (formerly Cataloguing and Accessions Divisions) (No. 200 and No. 201). The work done in these rooms is for the *Reference* Department of the Library.

### THIRD FLOOR

The most important room on the third floor and, indeed, the center of activity of the entire Reference Department, is the Main Reading Room, approached through the Public Catalogue Room. The latter opens from the western side of the corridor at the head of the staircases.

**Public Catalogue Room.** This room (No. 315) contains the catalogue of the books in the Reference Department, — that is, the books available to readers in the Main Reading Room and in the special reading rooms of the Central Building. It is a dictionary catalogue, on cards, in which the books are entered by author, by subject, and by title, when the title is distinctive. The catalogue is in trays arranged in alphabetical order, beginning on the northwest wall of the room and running to the right. At the ends of the tables on the southern side of the room is an author catalogue of the books in the Central Circulation Branch and Central Children's Room, Rooms 78 and 80, in the basement. In the balcony, on the south side of the room is a catalogue of the books in the Library of Congress (Washington, D. C.) for which printed catalogue cards have been issued.

Near the entrance to the Public Catalogue Room, and at the right, is a bronze tablet:

BORN A. D. MDCCCXIII  
(Bas-relief of Sir Isaac Pitman)  
TABLET ERECTED A. D. MCMXIII  
TO COMMEMORATE  
THE  
ONE HUNDREDTH ANNIVERSARY  
OF THE BIRTH OF  
SIR ISAAC PITMAN  
AND IN RECOGNITION OF THE  
IMPORTANT COLLECTION OF  
SHORTHAND LITERATURE  
IN THE  
NEW YORK PUBLIC LIBRARY

Over the door leading from the Public Catalogue Room to the Main Reading Room is inscribed the famous quotation from Milton's "Areopagitica":

A good Booke  
is the pretious life-blood of a  
mafter spirit, embalm'd and treasur'd  
up on purpose to a life beyond life

**Information Desk.** The Information Desk of the Library is in the Public Catalogue Room, and here inquiries should be made about the resources and regulations of the Library, the use of the catalogue, and any other matter in which the visitor is interested.

**Application for books** to be used in the Main Reading Room should be made in the Public Catalogue Room. The applicant consults the catalogue, writes his request upon the slip furnished for the purpose, and files it at the desk in this room. A numbered ticket is handed him, which he takes into the Main Reading Room, going to the right if the ticket number is odd; to the left if the number is even. He then watches the indicator at the western end of the delivery desk until the number on his ticket appears. This means that his books are ready for him at the desk. If, however, he prefers first to select a seat in the Main Reading Room, he should write the number of that seat on his application, and his books will be left at that seat, if he is there to receive them.

**The Main Reading Room** extends nearly the entire length of the building. (Dimensions: 274 feet by 72 feet; height: 52½ feet.) It has a floor area of half an acre, and is divided in the middle by a booth from which books are delivered. There are seats for 768 readers. (The reading rooms of the building, taken all together, have seats for

1,800.) Mr. A. C. David, in the article previously quoted from the *Architectural Record*, says:

“The Main Reading Room is one of the most spacious rooms in the world — beautifully proportioned, lighted by a series of windows on both the long sides of the room, and entirely accessible to the stacks. To have obtained a room of these dimensions, so excellently adapted to its purpose in every respect, was a great triumph for the architects.”

The shelves along the walls contain a collection of about 22,000 volumes. These books are not only the usual works of reference, — dictionaries, encyclopaedias, and the like, — but they also include a good working library of general literature, philosophy, religion, science, history, law, biography, novels, poetry, and drama. They are for the free use of anyone in this room, without the need of making application. The reader has only to select the book he wishes, and to take it to a table, where he may read it. When he has finished he should leave it on the table, rather than attempt to return it to its place, since a misplaced book is temporarily lost.

Directories of cities of the United States and Canada are in the balcony. Directories of the larger cities are on shelves near the entrance to the room.

**The Library's Books.** It should be remembered that the books of the Reference Department are all in the Central Building, and must all be used in that building. The great body of them are in the stack beneath the Main Reading Room. In addition, there are the books in the Main Reading Room itself, and in the special reading rooms in other parts of the building. Books and pamphlets altogether number about 1,420,000.

The books in the Central Circulation Room and in the Children's Room in the basement, the books in the Library for the Blind, those in the Extension Division in the basement, and those in the forty-two Branch Libraries and



sub-branches in other parts of the Boroughs of Manhattan, The Bronx and Richmond, are under control of the Circulation Department of the Library. Nearly all of these books are lent to borrowers for home use. They number about 1,157,000 volumes.

In regard to the books in the Reference Department, it is correct to say that in them the Library owns a well-balanced collection for research in nearly every branch of human knowledge. The books formerly in the Astor and Lenox Libraries compose the foundation of the collection. The subjects most adequately represented are those of American history, of topics connected with the American continents, and the economic and social sciences. There are also extensive sets of public documents, of the publications of learned institutions, as well as comprehensive files of periodicals. In recent years not so much attempt has been made to get publications on law, theology, medicine and biology, since there are special libraries, elsewhere in the City, where these subjects are covered. The reader is nevertheless sure to find in the special reading rooms, and in the books which may be brought to the Main Reading Room for his use, the fundamental printed sources in practically every field of knowledge.

**Use of Books.** The Library's situation in the metropolis, and its freedom from restrictions (according to the custom of American libraries) have caused the use of its books to become greater than that of any of the other large libraries of the world; the average daily number of readers is more than double the number in any foreign library. In 1920, there were 2,696,609 visitors to the building, — a daily average of 7,388. There is no complete record of how many of them used books, since so many books are on open shelves, requiring no application for their use. It is recorded that 976,164 persons made written application, in 1920, and that 2,243,131 volumes were brought to them. The open shelf system is in use in vary-

ing degrees in the following reading rooms: Main Reading Room, Science and Technology, Current Periodicals, Library for the Blind, Oriental, Jewish, Slavonic, Economics, Newspaper, Central Circulation Branch, Central Children's Room, Genealogy, American History, and Music.



ONE OF THE SPECIAL READING ROOMS  
(GENEALOGY AND LOCAL HISTORY)

**Stack.** Underneath the Main Reading Room is the steel stack, in seven decks, containing 334,530 feet, or 63.3 miles of shelving. It has room for about 2,500,000 books. (The special reading rooms have a shelf capacity for about 500,000 books.) The books in the stack are brought by electric elevators to the Main Reading Room, as they are called for by readers. The stack is not open to readers or visitors.

**Genealogy Room.** At the northern end of the Main Reading Room is the room devoted to Local History and Genealogy (No. 328). The collection numbers about thirty-five thousand volumes.

**American History Division.** At the southern end of the Main Reading Room is the room devoted to American history (No. 300). It is one of the strongest divisions of the Library, since its books are so distinguished among collections of this kind as to make them of great importance to students of American history. The present collection numbers over 57,000 volumes and pamphlets. The foundation of this collection was formed by the books on American history owned by James Lenox, the founder of the Lenox Library, one of the components of the present New York Public Library. The tablet in the floor near the entrance of Room 300 is inscribed as follows:

IN MEMORY OF  
JAMES LENOX  
A NATIVE AND RESIDENT OF THE CITY OF NEW YORK  
BORN AUGUST 19 1800  
DIED FEBRUARY 17 1880  
THE TRUSTEES OF  
THE NEW YORK PUBLIC LIBRARY  
ASTOR LENOX AND TILDEN FOUNDATIONS  
IN PERFORMANCE OF A GRATEFUL DUTY  
HAVE CAUSED THIS TABLET TO BE PLACED  
HERE AMONG THE BOOKS HE CHERISHED  
AS A MEMORIAL OF HIS SERVICES  
TO THE HISTORY OF AMERICA

From the corridors on the front and sides of the third floor, rooms open in the following order, beginning with the corridor at the south, on the 40th Street side of the building:

**Reserved Books (No. 303):** In this room are consulted the rare and reserved books of the Library, nearly 34,000 in number. Hours: 9 a. m. to 6 p. m. week days; on Sun-

days these books may be used in Room 300 from 1 p. m. to 6 p. m.

Among the foremost treasures of the Library are: the Gutenberg Bible (printed by Gutenberg and Fust about 1455, one of the earliest books printed from movable types); the Coverdale Bible (1535); Tyndale's Pentateuch (1530), and New Testament (1536); and Eliot's Indian Bible. In fact, the collection of early Bibles in English is one of the great collections of the kind in existence. The Library also owns four copies of the First Folio Shakespeare (1623); several copies of the Second, Third, and Fourth Folios (1632, 1663-64, 1685); thirty-five editions of the Shakespeare Quartos, before 1709; eight works printed by William Caxton (1475-90); the Bay Psalm Book, the first book printed in the territory now comprised in the United States (Cambridge, 1640); and the Doctrina Christiana, printed in Mexico in 1544.

One contribution to the Library has been commemorated by a tablet near the door of this room. It bears the inscription:

THE  
BAILEY MYERS COLLECTION  
OF  
AMERICANA  
FORMED BY  
THEODORUS BAILEY MYERS  
OF  
NEW YORK CITY  
1821 - 1888  
GIVEN BY HIS WIDOW, DAUGHTER  
AND DAUGHTER-IN-LAW AS A  
MEMORIAL OF HIM AND HIS SON  
THEODORUS BAILEY MYERS MASON  
LIEUTENANT COMMANDER  
UNITED STATES NAVY

Opposite, in Room 304, is the office of the Bibliographer of the Library, and of the Chief of the American History Division.



MALL BEHIND LIBRARY

**Prints Room.** Opening from the corridor on the east (the front) of the Library is the Prints Room (No. 308). Open 9 a. m. to 6 p. m. week days; 1 to 6 p. m. Sundays. Here is the Samuel P. Avery Collection of 18,000 prints. They are mainly French and other modern etchings and lithographs. There is also a large collection of modern American prints, a collection of Japanese prints in color, and a collection of old prints illustrating the development of reproductive graphic art to the present day.

**Art and Architecture.** Room 313 is the reading room devoted to Art and Architecture. The resources of the collection, about 33,000 books and pamphlets, and a growing collection of more than 250,000 classified pictures, deal with art and craftsmanship in the widest sense.

**Map Room.** On the inner, or western, side of this corridor, opposite Room 313, is the Map Room (No. 312), a part of the American History Division. Maps and atlases of every kind are to be found here. Open 9 a. m. to 6 p. m. on week days. Evenings and Sundays the resources of the room are available in Room 300.

**Stuart Gallery.** Opening from the corridor on the front of the building, and directly opposite the entrance to the Public Catalogue Room, is the room devoted to the Stuart Collection (No. 316). Open 9 a. m. to 6 p. m. on week days. Closed on Sundays. (The books, on Sundays, are available to readers in the Main Reading Room.) This gallery contains pictures, books, and other objects of art bequeathed by Mrs. Robert L. Stuart. On the east wall of the Gallery is a tablet with this inscription:

THE  
ROBERT L. STUART  
COLLECTION  
THE GIFT OF HIS WIDOW,  
MRS. MARY STUART  
BEQUEATHED TO THE  
LENOX LIBRARY  
1892

Catalogues of the paintings are on sale for ten cents.

**General Gallery.** The next room to the north is the general gallery (No. 318). (Sign reads "Picture Gallery.") The pictures in this room are largely from the collection of James Lenox. The catalogue, mentioned in the preceding paragraph, gives a list of them, and a brief description of many. Note especially portraits by Reynolds, Raeburn and Copley, sea-views by Turner, and portraits of Washington by Stuart. Open 9 a. m. to 6 p. m. week days, and 1 to 5 p. m. Sundays.

**Prints Gallery.** Opening from No. 318, and also from the north end of the front corridor, is the Prints Gallery (No. 321). Here are held exhibitions of prints, changed three or four times a year. Open 9 a. m. to 6 p. m. on week days, and 1 to 5 p. m. Sundays.

**Spencer Collection.** (No. 322.) No visitor to the Library should fail to see the Spencer Collection of illustrated books in fine bindings. Room 322 is on the third floor at the north-east end of the building. William Augustus Spencer, a native of New York City, perished on the *Titanic* in 1912. He left to the Library a collection of illustrated books, examples of the best work of modern book-binders. At the death of Mrs. Spencer, not long afterwards, the Library inherited the Spencer Fund, the income of which, it is stipulated, must be devoted to "the finest illustrated books...in handsome bindings." Purchases from this fund, added to the original bequest, constitute the Spencer Collection. A catalogue of the original bequest of books was published by the Library in 1914. The Collection is constantly growing, and it is planned to bring the catalogue to date.

**Manuscript Division.** On the west or inner side of the front corridor is the research room of the Manuscript Division (No. 319). This is open only to those who hold cards signed by the Director of the Library. Open 9 a. m.

to 5 p. m. week days. The Division has a good selection of Oriental manuscripts, and of European illuminated manuscripts. Among these older ones may be mentioned an "Evangelistarium, sive Lectiones ex Evangeliiis," a French-Carolingian manuscript on 200 vellum leaves, date about 870 A. D. Another manuscript of special note is the work of Giulio Clovio, his "Christi Vita ab Evangelistis descripta," sometimes called "The Towneley Lectionary." There are about one hundred illuminated manuscripts in the Division. Others are in the Spencer Collection.

The collection of American historical manuscripts ranks as one of the best in the United States. Here, for example, is the original manuscript of Washington's "Farewell Address," a copy of the Declaration of Independence in Jefferson's autograph, and many other letters and original sources for research. Lists of the principal manuscripts have been printed in the Bulletin of The New York Public Library (Volume 5, page 306-336, and volume 19, page 135-162).

**Music Division.** Turning to the west, the corridor on the 42nd Street side of the building leads to the Music Division (No. 324), which opens from the north side of the corridor. It is open week days from 9 a. m. to 6 p. m. The resources of the Division number about twenty-seven thousand volumes and pamphlets of music and books about music, and about 6,000 unbound pieces of sheet music.

A tablet at the north end of the room bears this inscription:

DREXEL MUSICAL LIBRARY  
THE LEGACY OF JOSEPH W. DREXEL 1888

On the east wall is a tablet reading as follows:

IN MEMORY OF  
1855 JULIAN EDWARDS 1910  
WHOSE COLLECTION OF MUSIC SCORES  
AND BOOKS WAS GIVEN TO THIS LIBRARY



## BASEMENT

The basement contains three rooms of public interest. The entrance from 42nd Street is the most convenient way to reach these rooms from the outside of the building, but a visitor on one of the upper floors wishing to reach the basement should take the elevator or the staircase, near the north end of the building.

**Newspaper Room.** In the Newspaper Room (No. 84), on the 42nd Street side, about sixty daily newspapers are on racks for free use, without the need of any application. About one hundred foreign newspapers are obtainable upon application at the desk. There are about 14,000 volumes of newspapers. A bulletin board at the right of the entrance gives full information about these and other resources of the Newspaper Room.

**Tablet.** On the western side of the entrance corridor, near the door of the Circulating Library, is a bronze tablet with the following inscription:

[Seal of The New York Public Library]  
THIS BUILDING IS ERECTED  
UPON A PART OF THE COMMON LANDS  
WHICH WERE GRANTED BY ROYAL CHARTER  
TO THE MAYOR ALDERMEN AND COMMONALTY  
OF THE CITY OF NEW YORK  
IN 1686,  
THE SECOND YEAR OF THE REIGN OF JAMES THE SECOND  
KING OF ENGLAND.  
THE CITY OF NEW YORK IN 1897,  
WILLIAM L. STRONG BEING MAYOR,  
UNDERTOOK TO CONSTRUCT,  
AT THE PUBLIC EXPENSE,  
A BUILDING UPON THIS SITE  
TO BE USED AND OCCUPIED BY  
THE NEW YORK PUBLIC LIBRARY,  
ASTOR, LENOX AND TILDEN FOUNDATIONS  
SO LONG AS IT SHOULD MAINTAIN HEREIN  
A FREE LIBRARY AND READING ROOM FOR THE PEOPLE.  
WORK WAS BEGUN BY THE CITY IN 1899,  
ROBERT ANDERSON VAN WYCK BEING MAYOR.  
THE CORNERSTONE WAS LAID IN 1902,  
SETH LOW BEING MAYOR.  
THE BUILDING WAS COMPLETED IN 1909,  
GEORGE BRINTON McCLELLAN BEING MAYOR.  
IT WAS OCCUPIED AND OPENED TO THE PUBLIC IN 1911  
WILLIAM JAY GAYNOR BEING MAYOR.

**Central Circulation Branch** (sign over door reads "Circulating Library") (No. 80). This is one of the forty-three Branches of The New York Public Library, intended for the circulation of books for home use. In this instance alone the Branch is situated in the Central Building and is supported by the funds of the Library and not by the City. During afternoons and evenings, especially in the autumn, winter and spring months, the room is frequently over-crowded with readers and borrowers of books. As over 580,000 books were borrowed from this one room during 1920, it may be said that there are few, if any, busier library rooms in the country, or, indeed, in the world. There is a collection of about 75,000 books to be lent here. The room is open 9 a. m. to 10 p. m. week days, including all holidays, and 2 to 6 p. m. on Sundays.

**Children's Room.** Near the 42nd Street entrance a corridor runs east to the Children's Room (No. 78). The visitor to the building should not fail to see this room, with its attractive furnishings, its collections of brightly colored picture-books, and pictures.

The object of the room is not only to perform the usual work of a children's library, but also to interest and help parents and others in selecting children's reading. Authors, artists, and publishers come here for information about books for children. Another purpose is to furnish suggestions for similar rooms elsewhere. A number of libraries, in other parts of the world, have adopted suggestions which they found here. Exhibitions on various subjects are held from time to time, and in addition to the modern books there is a collection of children's books of the old-fashioned kind. Open 9 a. m. to 6 p. m. week days.

**Elevators** are opposite the door of the Children's Room.

**Library School.** (No. 73.) Here a two years' course in preparation for library work is given to a body of students from various parts of the country. The office of the School (where inquiries should be made) is in Room 73, on the outer or eastern side of the corridor which runs along the front of the building, parallel to Fifth Avenue.

**Business Offices.** The rest of the basement floor is occupied by offices, open only to those who have business engagements therein. The offices include that for Printing and Binding (No. 58), and the Shipping Room (No. 51). In the Printing Office the catalogue cards of the Library, printed forms, and all the Library's publications are printed. For the publications, see page 62.

**Extension Division** (formerly the Traveling Libraries Office). The entrance to the Extension Division is from Bryant Park, at the southwest corner of the building. Its work is described on page 45.

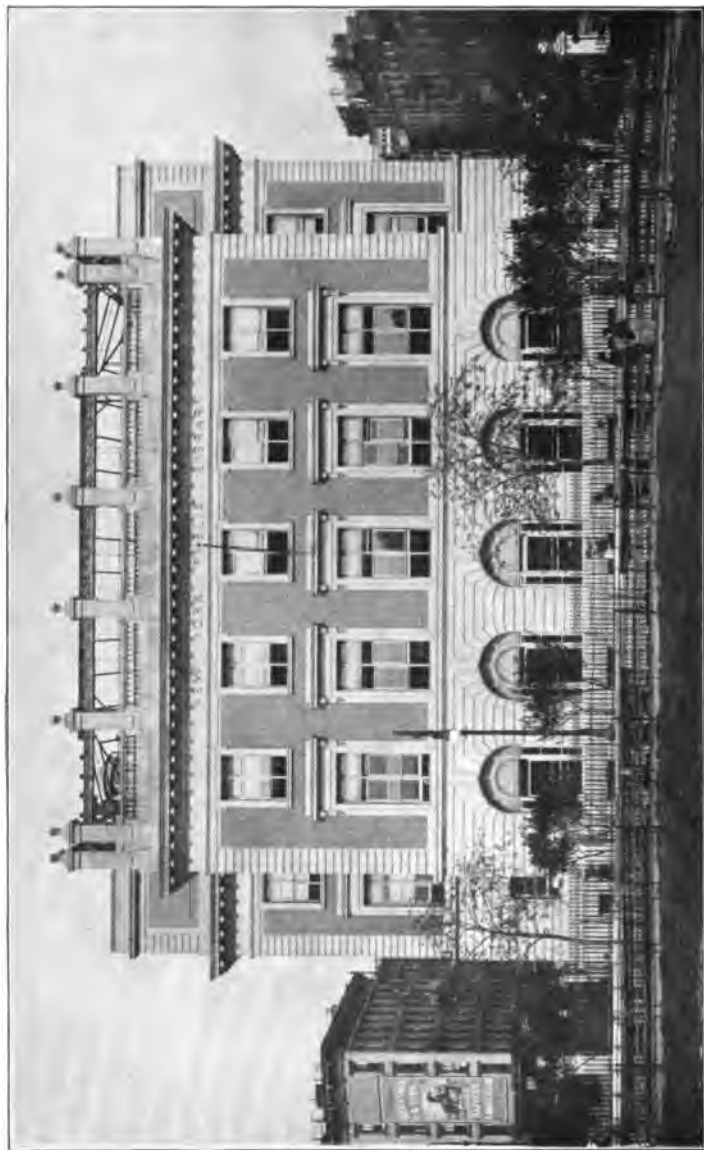
---

**Municipal Reference Library.** The Municipal Reference Library is a branch maintained in Room 512 of the Municipal Building for the use of city officials and employees. It is a bureau of information and ready reference library for municipal affairs. Hours 9 a. m. to 5 p. m.; Saturdays 9 a. m. to 1 p. m. Closed on Sundays.

## **THE CIRCULATION DEPARTMENT**

### **Branch Libraries — Hours of Opening:**

CENTRAL CIRCULATION open 9 a. m. to 10 p. m. every week day, 2 to 6 p. m. on Sundays. CHILDREN'S ROOM 9 a. m. to 6 p. m. on week days. LIBRARY FOR THE BLIND and CIRCULATION DEPARTMENT OFFICES open 9 a. m. to 5 p. m. on week days. EXTENSION DIVISION, 9 a. m. to 6 p. m. on week days. Other branches, 9 a. m. to 9 p. m. on week days. Exceptions as follows: CENTRAL CIRCULATION and branches in Carnegie buildings open full hours on all holidays; other branches closed on all holidays and Christmas eve. For hours of Sub-branches inquire at office of Extension Division.



SEWARD PARK BRANCH

## CIRCULATION DEPARTMENT

---

The Circulation Department of the Library performs its work through forty-three Branch Libraries and six Sub-Branches in the Boroughs of Manhattan, Richmond (Staten Island), and The Bronx. (Each of the other two Boroughs of Greater New York, Brooklyn and Queens, has its own Public Library.) These Branches are in separate buildings, with the exception of the Circulation Branch in the Central Building. That is supported by the funds of the Library; all the others are maintained by the City. The Sub-Branches are in buildings not owned by the Library. Thirty-seven of the Branch buildings were erected from funds given by Mr. Andrew Carnegie. The collections of books in the Branches number from eight to seventy-five thousand, with a total of about 1,157,000 books, representing about 132,000 separate titles.

Each Branch has an adult department, with its collection of books for adult readers, a children's room, and a reading room with current magazines, reference books and, in many cases, daily newspapers. Many of the Branches contain lecture or assembly rooms.

These Branch Libraries serve a population estimated at above three millions. The Branches are spread over a large territory, and from the northern-most of them, in the Borough of The Bronx, to the one farthest south, on Staten Island, the distance is about forty miles. A directory of Branches is on pages 59-61.

**Circulation of Books.** The New York Public Library, according to the general custom of American libraries, imposes few restrictions upon its readers. This fact, together with its situation in the metropolis of the country, is the reason why it is probably used more than



TRAVELLING LIBRARY IN A FACTORY

any other library under one management in the world. In 1920, there were borrowed from the Branch Libraries, for home use, 9,658,977 books. (This was a decrease, owing to depletion of the book-stock, and other causes. The average annual circulation, 1915 - 1919, was 10,148,501.

**Special Collections.** There are books in foreign languages, especially French and German, in all the Branches. The principal collections of books in foreign tongues other than French and German, are these:

LANGUAGE	BRANCH
Chinese - - - -	Chatham Square.
Czecho-Slovak -	Webster.
Danish - - - -	Port Richmond, Tottenville, Central Reserve.
Dutch - - - -	Central Reserve.
Finnish - - - -	125th Street.
Flemish - - - -	Central Reserve.
Greek (Modern) -	Chatham Square.
Hebrew - - - -	Seward Park, Aguilar.
Hungarian - - -	Tompkins Square, Hamilton Fish Park, Yorkville, Woodstock.
Italian - - - -	Hudson Park, Aguilar, Rivington Street.
Norwegian - - -	Port Richmond, Tottenville.
Polish - - - -	Tompkins Square, Columbus, Melrose.
Roumanian - - -	Central Reserve.
Russian - - - -	Seward Park, Rivington Street, Hamilton Fish Park, 96th Street, Tremont.
Spanish - - - -	Jackson Square, 115th Street, Washington Heights, Central Circulation.
Swedish - - - -	125th Street, Central Reserve.
Serbian - - - -	Central Reserve.
Yiddish - - - -	Rivington Street, Seward Park, Hamilton Fish Park, Aguilar, Tremont, Wood- stock, 96th Street.

**Interbranch Loan.** A book (except Fiction) in any one of the Branches is available to a reader at any other Branch through a system of interbranch loans. A small





CORNER OF CHILDREN'S READING ROOM, HARLEM LIBRARY BRANCH

reserve collection in the Central Building is also available. Interbranch Loan Office is in Room 100, Central Building.

**Picture Collection.** The Picture Collection is in Room 100 of the Central Building. The collection contains more than 100,000 pictures and post-cards on a wide variety of subjects. They may be borrowed on a Library card.

**Library for the Blind.** The Library for the Blind, although under control of the Circulation Department, has its headquarters and reading room in the Central Building. Its work has been described on page 19.

**Extension Division** (formerly Travelling Libraries Office). The Extension Division supplies books to outlying districts of the three boroughs. This is done through social and educational organizations, community centers and Sub-Branches. A community center circulates the books provided by the Division. The Division exercises a supervisory interest and expects a monthly report of use. When the center grows so large that it cannot be cared for by voluntary aid, the Extension Division establishes a Sub-Branch. The Sub-Branches are open about half the time of the Branch Libraries. (See Directory of Branches, pages 59-61). In 1920, the Extension Division had 463 agencies, and lent 425,646 books.

**Work with Children.** The work with children comprises a great deal besides the maintenance of children's rooms and the circulation of children's books. In 1920, the total circulation of books to children was 3,882,799, more than one-third of the total circulation of the Library. The Library works with the schools and museums. It holds special exhibitions, meetings, and celebrations of interest to children and to parents. About thirty reading

clubs for the older boys and girls meet at the Branch Libraries. Groups of children gather in the Branches to attend "story hours."

**Lectures and meetings.** The Branches are used as meeting places by literary, educational and social organizations and clubs. Assembly rooms in the Branches are open for any meeting of an instructive or literary nature, provided that no admission fee is charged, and that nothing of a political or sectarian character is discussed. Many classes of foreigners learning English meet regularly in the Branch Libraries.



AT A STORY HOUR

## HISTORICAL SKETCH OF THE LIBRARY

The New York Public Library, as it exists to-day, is the result of the generosity of a few private citizens, combined with the efforts of the City itself. Its corporate existence, in its present form, began on May 23, 1895, by the consolidation of "The Trustees of the Astor Library," "The Trustees of the Lenox Library," and "The Tilden Trust."

**The Astor Library**, originally incorporated in 1849, was founded by John Jacob Astor. His gifts, together with those of his sons and grandsons, amounted to about \$1,700,000. Washington Irving was the first President of the Library, and Joseph Green Cogswell its first Superintendent or Librarian. In its building on Lafayette Place (now Lafayette Street) it was for many years one of the literary landmarks of New York. At the time of its consolidation with The New York Public Library it had an endowment fund of about \$941,000, which produced an annual income of about \$47,000. It contained then 266,147 volumes. It was solely a reference library, — the funds were given with the understanding that the books should not be lent for use outside the building.

**The Lenox Library.** James Lenox, one of America's greatest book collectors, was born in New York City in 1800, and died there in 1880. In 1870, by the incorporation of the Lenox Library, he gave to the city of his birth his books and art treasures. The building, which formerly stood on Fifth Avenue, between 70th and 71st Streets, was erected for the Library and opened to the public, a part at a time, beginning in 1876. At the time of consolidation the Library owned its building, an endowment fund of

\$505,500, which yielded an annual income of about \$20,500; and about 86,000 volumes. This also was a reference library, not a circulating library.

**The Tilden Trust.** Samuel Jones Tilden was born in New Lebanon, New York, in 1814. He died at "Grey-



MOTT HAVEN BRANCH

stone," Yonkers, N. Y., in 1886. By the final settlement of his estate the City received his private library and an endowment fund of about \$2,000,000, for library purposes.

**Consolidation.** In the agreement for consolidation it was provided that the name of the new corporation should be "The New York Public Library, Astor, Lenox and Tilden Foundations"; that the number of its trustees

should be twenty-one, to be selected from the thirty-three members of the separate boards; and that "the said new corporation shall establish and maintain a free public library and reading room in the City of New York, with such branches as may be deemed advisable; and shall continue and promote the several objects and purposes set forth in the respective acts of incorporation of 'The Trustees of the Astor Library,' 'The Trustees of the Lenox Library,' and 'The Tilden Trust.'"

Later, another member was added to the Board of Trustees, and three municipal officials were made members *ex officio*.

The first Director of The New York Public Library was Dr. John Shaw Billings, who served from 1896 until his death in 1913. He rendered distinguished services, especially in the organization of the new Library and in the arrangement of the Central Building.

**New York Free Circulating Library.** In 1901 the New York Free Circulating Library was consolidated with the new system. This Library had then eleven Branches and owned about 160,000 volumes.

**Other Circulating Libraries.** In 1901, the St. Agnes Free Library and the Washington Heights Free Library were also added to the system. The New York Free Circulating Library for the Blind and the Aguilar Free Library, with four Branches, were added in 1903. In 1904, the Harlem Free Library, Tottenville Free Library, the University Settlement Library at Rivington and Eldridge Streets, and the Webster Free Library followed. Also in 1904, the five Branches of the Cathedral Free Circulating Library became part of the new corporation.

**Carnegie Branches.** In 1901, Mr. Andrew Carnegie offered Greater New York \$5,200,000 for the construction and equipment of free circulating libraries, on condition

that the City provide the land and agree to maintain the libraries when built. The offer was accepted and thirty-seven Branch Libraries are now housed in buildings erected with that part of Mr. Carnegie's gift assigned to The New York Public Library. A directory of all the Branch Libraries may be found on pages 59-61.



BOYS' CLUB; YORKVILLE BRANCH

**Management.** The corporation is managed by a Board of twenty-five Trustees, including the Mayor, Comptroller, and President of the Board of Aldermen *ex officio*. The names of the Trustees are given on page 57. The Trustees hold office continuously, and vacancies are filled by vote of the remaining Trustees. No Trustee receives any compensation for his services. The immediate management of the Library is entrusted to the Director. The Staff numbers about 1,215 persons, including those in the Central Building and in the Branches. As the buildings

are open between twelve and thirteen hours a day the Staff works in two shifts. About 500 of the Staff are employed in the Central Building.

**History.** A history of the Library, by the Chief Reference Librarian, Mr. Lydenberg, has been appearing



VISIT OF A CLASS FROM A PUBLIC SCHOOL

at intervals in the *Bulletin of The New York Public Library*, July – September, 1916, February, April, 1917, November – December, 1920, January, March, May, July – September, 1921. It is planned to publish the history as a book.

**Work of the Library.** This historical sketch may help to make clear the organization of the Library and its work as it is carried on to-day. It is a free reference library combined with a free circulating library. The books in the Reference Department (in the Central Building) which



came from either the Astor or the Lenox Libraries, and those which have been added since the consolidation, from the endowments of those Libraries, must necessarily be for reference use only. The Astor and Lenox Foundations give the Trustees of The New York Public Library no option in this matter. Over one million books in the Circulation Department (the Branch Libraries) are lent for home use.



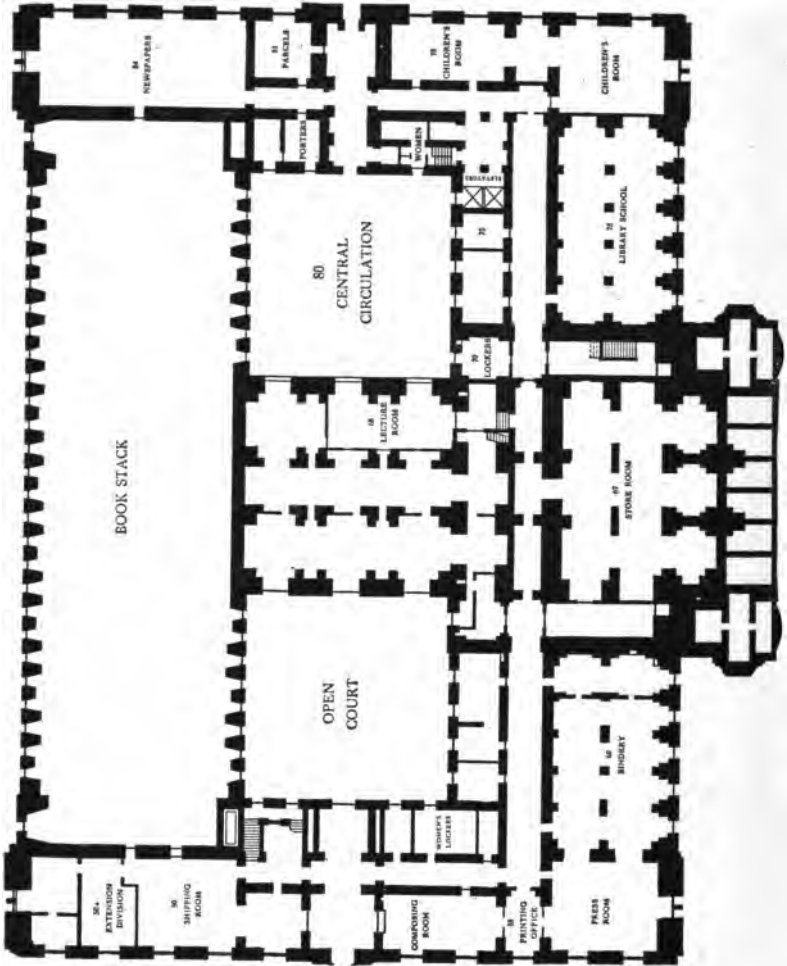
**KINGSBRIDGE BRANCH**

## DIRECTORY OF ROOMS

---

NAME OF OFFICE	FLOOR	ROOM NUMBER
Acquisition Division (Reference Dept.)	2 -	- - - 204
American History - - - - -	3 -	- - - 300
Architecture - - - - -	3 -	- - - 313
Art - - - - -	3 -	- - - 313
Bindery - - - - -	Basement	- - - 60
Blind, Books for the - - - - -	1 -	- - - 116
Book Order Office (Circulation Dept.) -	1 -	- - - 100
Building Superintendent - - - - -	1 -	- - - 103
Bursar - - - - -	1 -	- - - 104
Catalogue Room (Public) - - - - -	3 -	- - - 315
Cataloguing Room (Circulation Dept.) -	1 -	- - - 100
Cataloguing Room (Reference Dept.) -	2 -	- - - 200
Central Circulation Room - - - - -	Basement	- - - 80
Checking Room - - - - -	Basement	- - - 81
Checking Room - - - - -	1	Under South Stairs
Chemistry - - - - -	1 -	- - - 118
Children's Room - - - - -	Basement	- - - 78
Circulation Department Offices - - -	1 -	- - - 102
Current Periodicals - - - - -	1 -	- - - 111
Director's Office - - - - -	2 -	- - - 210
Economics - - - - -	2 -	- - - 228
Editor of Publications - - - - -	2 -	- - - 212
Elevators - - - - -	all	
Engineer - - - - -	1 -	- - - 103
Exhibition Room - - - - -	1 -	- - - 113
Extension Division - - - - -	Basement	
Genealogy - - - - -	3 -	- - - 328
Information Desk - - - - -	3 -	- - - 315
Interbranch Loan Office - - - - -	1 -	- - - 100
Jewish Literature - - - - -	2 -	- - - 217
Lecture Room - - - - -	2 -	- - - 213
Library School - - - - -	Basement	- - - 73
Main Reading Room - - - - -	3	

← 42ND STREET →



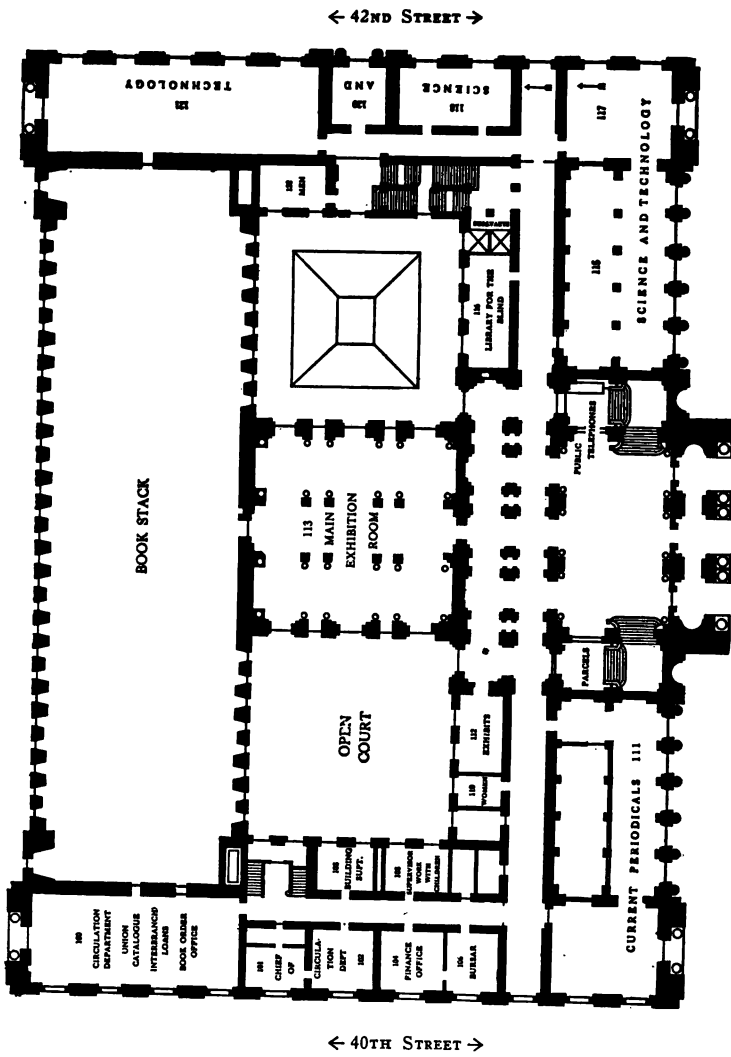
← 40TH STREET →

FLOOR PLAN — BASEMENT

← FIFTH AVENUE →

**Directory of Rooms — Continued**

NAME OF OFFICE	FLOOR	ROOM NUMBER
Manuscripts - - - - -	3	- 319
Maps - - - - -	3	- 312
Music - - - - -	3	- 324
Newspapers - - - - -	Basement	- 84
Order Div. (Acquisition Div. Ref. Dept.)	2	- 204
Oriental Literature - - - - -	2	- 219
Parcel Room - - - - -	Basement	- 81
Parcel Room - - - - -	1	Under South Stairs
Patents - - - - -	1	- 121
Periodicals (Current) - - - - -	1	- 111
Picture Collection (Circulating) - - - - -	1	- 100
Picture Galleries - - - - -	3	- 316-320
Political Science - - - - -	2	- 228
Print Exhibition Room - - - - -	3	- 321
Print Room - - - - -	3	- 308
Printing Office - - - - -	Basement	- 58
Public Catalogue Room - - - - -	3	- 315
Public Documents - - - - -	2	- 228
Reading Room (Main) - - - - -	3	
Reference Librarian - - - - -	2	- 211
Science and Technology - - - - -	1	- 117
Shipping Office - - - - -	Basement	- 51
Slavonic Literature - - - - -	2	- 216
Sociology - - - - -	2	- 228
Spencer Collection - - - - -	3	- 322
Statistics - - - - -	2	- 228
Stock Room - - - - -	Basement	- 67
Stuart Collection - - - - -	3	- 316
Supervisor of Work with Children - - - - -	1	- 105
Technology and Science - - - - -	1	- 117
Telephones - - - - -	1	Under North Stairs
Trustees' Room - - - - -	2	- 206
Union Catalogue of Circulation Collection	1	- 100



109 CIRCULATION DEPARTMENT  
UNION CATALOGUE  
INTER-LENDING LOANS  
BOOK ORDER OFFICE

108 CHIEF OF CIRCULATION DEPT.

107 BUILDING DEPT.

106 PLUMBERS WORK ROOM

105 RESTROOM

104 PUBLIC OFFICE

103 RESTROOM

BOOK STACK

OPEN COURT

113 CE. MAIN EXHIBITION ROOM  
114 CE. ROOM  
115 CE.

116 EXHIBITS

117 PUBLIC PERIODICALS

CURRENT PERIODICALS 111

SCIENCE AND TECHNOLOGY 118

SCIENCE AND TECHNOLOGY 119

SCIENCE AND TECHNOLOGY 116

PUBLIC TELEPHONE

115 LIBRARY THE MAIN

## TRUSTEES AND OFFICERS OF THE LIBRARY\*

---

WILLIAM W. APPLETON	MORGAN J. O'BRIEN
GEORGE F. BAKER, JR.	STEPHEN H. OLIN
CLEVELAND H. DODGE	WILLIAM BARCLAY PARSONS
SAMUEL GREENBAUM	ELIHU ROOT
EDWARD S. HARKNESS	EDWARD W. SHELDON
ARCHBISHOP P. J. HAYES	WILLIAM SLOANE
ARTHUR CURTISS JAMES	I. N. PHELPS STOKES
LEWIS CASS LEDYARD	HENRY WALTERS
J. P. MORGAN	PAYNE WHITNEY
JOHN G. MILBURN	

JOHN F. HYLAN, Mayor of the City of New York, *ex officio*

CHARLES L. CRAIG, Comptroller of the City of New York, *ex officio*

FIGURELLO H. LA GUARDIA, President of the Board of Aldermen, *ex officio*

---

### OFFICERS

*President*, LEWIS CASS LEDYARD

*First Vice-President*, ELIHU ROOT

*Second Vice-President*, CLEVELAND H. DODGE

*Secretary*, WILLIAM SLOANE

*Treasurer*, EDWARD W. SHELDON

*Assistant Treasurer*, UNITED STATES TRUST COMPANY

*Director*, EDWIN H. ANDERSON, 476 Fifth Avenue

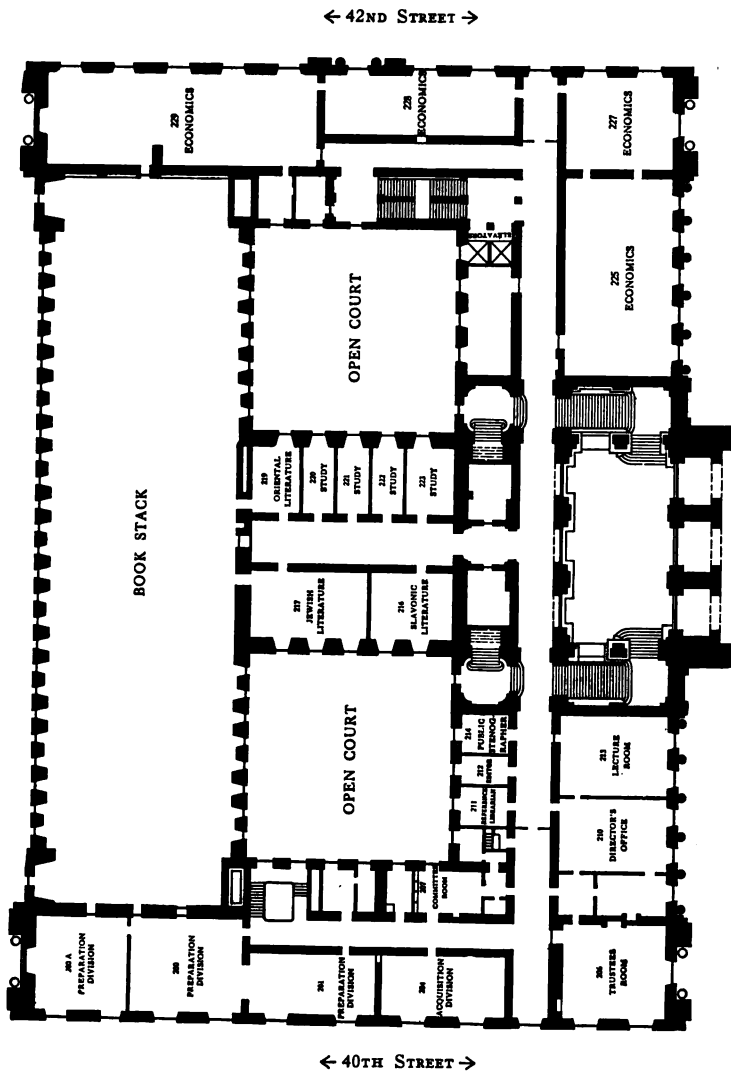
---

*Chief Reference Librarian*, H. M. LYDENBERG

*Chief of the Circulation Department*, FRANKLIN F. HOPPER

---

\* Sept. 1, 1921. There are three vacancies.



← 42ND STREET →

← 40TH STREET →

← FIFTH AVENUE →

FLOOR PLAN — SECOND FLOOR

## BRANCH LIBRARIES AND SUB-BRANCHES

Excepting the Branch in the Central Building, the order of arrangement is south to north in Manhattan and The Bronx. All Branches are in Carnegie Buildings except those designated by a \*. The address of the Branch is given first; the name of the Branch follows in curves, except where the name is that of the street on which it stands.

### MANHATTAN

- Fifth Avenue and 42nd St. (CENTRAL CIRCULATION.\*) (Also in the Central Building are the CENTRAL CHILDREN'S ROOM, EXTENSION DIVISION, and LIBRARY FOR THE BLIND.)
- 33 East Broadway. (Chatham Square.)
- 192 East Broadway. (Seward Park.)
- 61 Rivington Street.
- 388 East Houston St. (Hamilton Fish Park.)
- 66 Leroy Street. (Hudson Park.)
- 135 Second Ave. Near 8th St. (Ottendorfer.)
- 331 East 10th St. (Tompkins Square.)
- 251 West 13th St. (Jackson Square.\*)
- 228 East 23d St. (Epiphany.)
- 209 West 23d St. (Muhlenberg.)
- 303 East 36th St. (St. Gabriel's Park.)
- 457 West 40th St.
- 123 East 50th St. (Cathedral.\*)
- 742 Tenth Avenue. Near 51st St. (Columbus.)
- 121 East 58th Street.
- 328 East 67th Street.
- 190 Amsterdam Avenue. Near 69th St. (Riverside.)
- 1465 Avenue A. Near 78th St. (Webster.)
- 222 East 79th St. (Yorkville.)
- 444 Amsterdam Avenue. Near 81st St. (St. Agnes.)
- 112 East 96th Street.
- 206 West 100th St. (Bloomingdale.\*)
- 174 East 110th St. (Aguilar.)
- 203 West 115th Street.
- 9 West 124th St. (Harlem Library.)
- 224 East 125th Street.
- Room 108a, Columbia University Library. (Columbia Sub-branch.\*)
- 518 West 125th St. (George Bruce.\*)
- 103 West 135th Street.
- 503 West 145th St. (Hamilton Grange.)
- 1000 St. Nicholas Avenue. Cor. of 160th St. (Washington Heights.)
- 535 West 179th St. (Fort Washington.)

\* Not a Carnegie Building.





**Branch Libraries and Sub-Branches — *Continued***

**THE BRONX**

- 321 East 140th St. (Mott Haven.)  
759 East 160th St. (Woodstock.)  
910 Morris Avenue. Cor. of 162nd St. (Melrose.)  
78 West 168th St. (High Bridge.)  
610 East 169th St. (Morrisania.)  
1866 Washington Avenue. Cor. of 176th St. (Tremont.)  
1743 Wallace Avenue. (Van Nest Sub-branch.\*)  
2647 Bainbridge Avenue. Near 194th St. (Fordham Sub-branch.\*)  
3041 Kingsbridge Avenue. Near 230th St. (Kingsbridge.)  
3777 White Plains Road. Cor. of 219th St. (Williamsbridge Sub-branch.\*)  
325 City Island Avenue. (City Island Sub-branch.\*)

**RICHMOND**

- 5 Central Avenue, Tompkinsville, P. O. (St. George.)  
75 Bennett St. (Port Richmond.)  
848 Castleton Avenue. (West New Brighton Sub-branch.\*)  
132 Canal St. (Stapleton.)  
7430 Amboy Road. (Tottenville.)

\* Not a Carnegie Building.

## PUBLICATIONS OF THE LIBRARY

---

**Annual Report of The New York Public Library.** (A limited number are sent to institutions or private persons upon request.)

**Bulletin of The New York Public Library.** Published monthly. Chiefly devoted to the Reference Department. Bibliography, news of the Library, reprints of manuscripts, descriptions of new accessions. One dollar a year; current single numbers for ten cents. Back numbers at advanced rates.

**New Technical Books.** A selected list of books on industrial arts and engineering, recently added to the Library. Published quarterly. (A limited number given free on request.)

**Municipal Reference Library Notes.** Published weekly, except during July and August, for circulation among the officials and employees of the City of New York. Price: \$1.50 a year; 5 cents a copy. Apply at Room 512, Municipal Building.

**Facts for the Public.** A small pamphlet of general information about the Library. Much of its contents is also contained in this Handbook. Five cents.

The Reference Department also publishes lists of books in the Library upon various historical, literary, and scientific subjects, as well as texts from manuscripts owned by the Library. The Circulation Department publishes lists of books for adults and for children. For a complete list of the Library's publications now in print, see the current *Bulletin of The New York Public Library*.

## THE CROTON RESERVOIR

---

As the Central Building of the Library stands on part of the site of the old Croton Reservoir, it is fitting to reprint here the inscriptions on two tablets which were formerly affixed to the Reservoir.

One tablet is now on the first floor of the Central Building, on the wall of the south or 40th Street corridor. The inscription is:

### HISTORICAL AND DESCRIPTIVE ACCOUNT OF THE CROTON AQUEDUCT

The Law authorizing the construction of the work, passed May 2nd, 1834.

STEPHEN ALLEN, WILLIAM W. FOX, SAUL ALLEY, CHARLES DUSENBERRY and BENJAMIN M. BROWN were appointed *Commissioners*.

During the year 1834, two surveys were made — one by DAVID B. DOUGLASS and the other by JOHN MARTINEAU.

In April, 1835, a majority of the Electors of the City voted in favour of constructing the Aqueduct.

On the 7th May following, the *Common Council* "instructed the Commissioners to proceed with the work."

DAVID B. DOUGLASS was employed as *Chief Engineer* until October, 1836; when he was succeeded by JOHN B. JERVIS.

In March, 1837, BENJAMIN M. BROWN resigned, and was succeeded by THOMAS T. WOODRUFF.

In March, 1840, the before mentioned Commissioners were succeeded by SAMUEL STEVENS, JOHN D. WARD, ZEBEDEE RING, BENJAMIN BIRDSALL and SAMUEL R. CHILDS.

The work was commenced in May, 1837. On the 22nd June, 1842, the Aqueduct was so far completed that it received the Water from the Croton River Lake; on the 27th the Water entered the Receiving Reservoir and was admitted into this Reservoir on the succeeding 4th of July.

The DAM at the Croton River is 40 feet high, and the overfall 251 feet in length.

The CROTON RIVER LAKE is five miles long, and covers an area of 400 acres.

The AQUEDUCT, from the DAM to this Reservoir, is 40½ miles long, and will deliver in twenty-four hours 60,000,000 imperial gallons.

The capacity of the Receiving Reservoir is 150,000,000 gallons, and of this reservoir 20,000,000.

The cost, to and including this Reservoir, nearly \$9,000,000.

---

In the pavement of the south court is a tablet with this inscription:

### CROTON AQUEDUCT.

#### DISTRIBUTING RESERVOIR.

#### COMMISSIONERS.

SAMUEL STEVENS  
ZEBEDEE RING  
JOHN D. WARD  
BENJ<sup>n</sup> BIRDSALL  
SAMUEL R. CHILDS

#### ENGINEERS.

JOHN B. JERVIS, CHIEF,  
H<sup>o</sup> ALLEN, PRIN<sup>l</sup> ASSIST.  
P. HASTIE, RESIDENT.

#### BUILDERS.

THOMSON PRICE & SON.

COMMENCED A. D. MDCCCXXXVIII. COMPLETED A. D. MDCCCXLII.

